

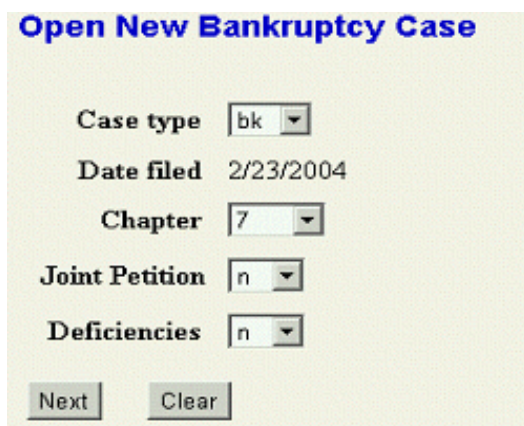
# ATTORNEY CASE OPENING INSTRUCTIONS

(3/1/2005)

When opening a case and filing a petition, you will be required to pay the filing fee online with a credit/debit card. (To file a petition where the debtor is applying to pay the filing fee in installments, see below.) All voluntary and involuntary petitions may be filed.

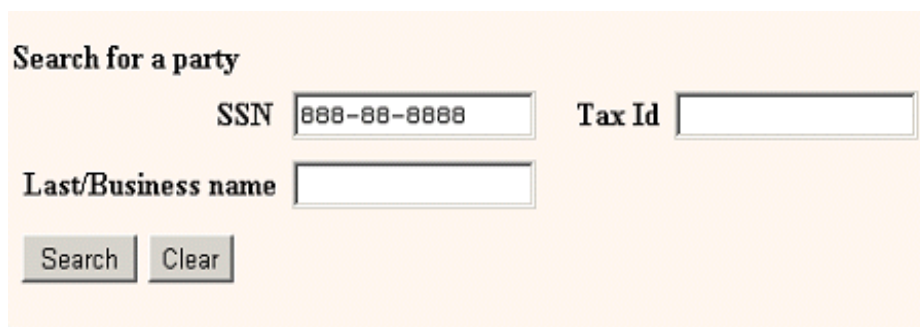
If you are using the one button filing features of Best Case or Bankruptcy 2004, after you have filed the case or cases, go to step 15 below to use the Judge/Trustee Assignment process. If your bankruptcy software does not have a one button filing feature, you will need to open the case as part of the filing of the petition.

1. Under the Bankruptcy Events Menu select Open a BK Case. Select the correct chapter. If filing a joint petition, change Joint Petition to y. If you are not filing all the required schedules and statements, and if a Chapter 13, the plan, with the petition then change Deficiencies to y. If filing all required schedules and statements and the plan, if a chapter 13 case, leave Deficiencies at n.



The screenshot shows a web form titled "Open New Bankruptcy Case" in blue text. The form has a light yellow background. It contains five rows of labels and dropdown menus: "Case type" with a dropdown showing "bk", "Date filed" with a text field showing "2/23/2004", "Chapter" with a dropdown showing "7", "Joint Petition" with a dropdown showing "n", and "Deficiencies" with a dropdown showing "n". At the bottom of the form are two buttons: "Next" and "Clear".

2. Enter the debtor's Social Security number or Tax ID and click on Next.



The screenshot shows a web form titled "Search for a party" in bold black text. The form has a light orange background. It contains three rows of labels and text fields: "SSN" with a text field showing "888-88-8888", "Tax Id" with an empty text field, and "Last/Business name" with an empty text field. At the bottom of the form are two buttons: "Search" and "Clear".

3. On the next screen, click on Create New Party. If your debtor has previously filed a bankruptcy in the District of Arizona, the debtor's name may appear on the list and you could, instead, select the debtor's name from the list and click on Select Name From List (Use only if the address shown in the pop-up is correct). Otherwise Create a new party.

**Party search results**

JONES77, BRAD
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Select name from list      Create new party

4. After clicking on Create a New Party, you will receive a Party Information screen. Complete: the name (generation is for Sr., Jr., or III), Title is not used (if a corporation, partnership or LLC, place the entire name in the last name box); SSN (input the complete SSN, only the last 4 digits will be displayed) or Tax ID; address (do not use the office line **and use mailing address if different from street address**); select the proper county (county cannot be left blank, also the county selected will determine which office the case is filed in); leave country (unless outside USA), phone, fax and e-mail fields blank; leave ProSe at no; and you must change Role to Debtor. Leave Party text blank (if filing a corporate case, you would place “an Arizona corporation” in the Party text line instead of including it as part of the name).

**Party Information**

Last name	JONES	First name	MICHAEL
Middle name	R.	Generation	SR.
		Title	
SSN	111-22-3333 222-11-1234	Tax ID	
Office		Address 1	1234 NORTH 11TH AVENUE
Address 2		Address 3	
City	PHOENIX	State	AZ
		Zip	850012
County	Maricopa	Country	
Phone		Fax	
E-mail			
ProSe	no	Role	Debtor (db:pty)
Party text			

Alias...    Review...    Add all aliases before clicking the Submit button.

Submit    Cancel    Clear

5. If the debtor has one or more aliases, click on Alias. If no aliases, click on Submit. If you click on Alias, the following screen will appear. Type in the alias and select the type. Then click on Add aliases. You will be returned to the Party Information screen and then click on Submit.

**Alias Information (Party JONES, MICHAEL R.)**

	Last/Business name	First name	Middle name	Generation	Role
1	JONES	MICKEY			aka ▼
2					aka ▼
3					aka ▼
4					aka ▼
5					aka ▼

Add aliases

Clear

Click the Add aliases button to return to the Party screen and submit all information for this party.

6. The next screen will display the office where the case will be filed and is based on the county that was selected previously.

Divisional Office is set to **Phoenix** based on the county code **04013** of the debtor

Next

Clear

7. If filing a joint case, you will receive another screen as shown in step 2 above and you will need to repeat steps 2 through 5.

**Search for a party(joint debtor)**

SSN

Tax Id

Last/Business name

Search

Clear

End party selection

8. You will next be prompted to enter the following data: Type of debtor which is defaulted to individual, un-click individual and click on another type if filing one of those other types, the type of Other may be selected for an LLC; leave Fee status at Paid (your credit card will be charged, see below if paying in installments); if debtor is engaged in a

business, change Nature of debt to business; change voluntary to involuntary only if you are filing an involuntary petition; leave Origin at Zero, leave Date split/transfer blank; if filing a chapter 7 leave Asset notice at No, if filing a Chapter 11,12 or 13, change Asset notice to Yes (Do not select Unknown); and then select the number of creditors, assets and liabilities as listed on the petition. Then click on Next.

The screenshot shows a form for entering debtor information. At the top, under "Type of debtor", there are checkboxes for Individual (checked), Corporation, Partnership, Clearing Bank, Railroad, Stockbroker, Commodity Broker, and Other. Below this, there are several dropdown menus: "Fee status" is set to "Paid", "Nature of debt" is set to "consumer", "Voluntary" is set to "voluntary", "Origin" is set to "Zero", "Asset notice" is set to "No", "Estimated number of creditors" is set to "50-99", "Estimated assets" is set to "\$100,001-\$500,000", and "Estimated debts" is set to "\$100,001-\$500,000". There is also a text field for "Date split/transfer" which is currently blank. At the bottom of the form are two buttons: "Next" and "Clear".

9. If you selected Deficiencies as “y” in step 1 above, the following screen will be displayed. Place a check mark in those items not being filed with the petition and click on Next.

The screenshot shows a screen titled "Deficiency List". Below the title is a instruction: "Check item(s) NOT included in the petition". There are four checkboxes: "Mailing List of Creditors" (unchecked), "Schedules A-J" (checked), "Statement of Financial Affairs" (checked), and "Attorney Disclosure Statement" (checked). At the bottom of the screen are two buttons: "Next" and "Clear".

10. The next screen will allow you to upload the PDF documents for the petition and any lists, schedules and statements, if filed with the petition. If filing a chapter 13 case and the plan is ready to be filed, do not include the plan as part of the petition filing. The plan is to be filed as a separate entry.
11. The next screen will tell you the due dates for any missing documents and for the filing of the ECF Declaration. Click on Next.



Schedules and Statements due date 03/9/2004

Electronic Filing Declaration due date 03/15/2004

12. Click on Next again and you will receive the final docket text. You are not able to modify the docket text. The docket entry will show the due dates for all the missing documents. Click on Next.

**Docket Text: Final Text**

Chapter 7 Voluntary Petition, Mailing List, Schedules and Statements (except for those listed below). Electronic Filing Declaration due 3/15/2004, Schedules A-J due 3/9/2004, Statement of Financial Affairs due 3/9/2004, Attorney Disclosure Statement due 3/9/2004, filed by Sue Test of (Non-Existant Attorney) on behalf of MICHAEL R. JONES SR., NORAH S. JONES (Test, Sue)

**Warning!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

13. The filing of the petition and any schedules and statements is now done and the next screen is your filing receipt which will show you the case number assigned.

[Notice of Bankruptcy Case Filing](#)

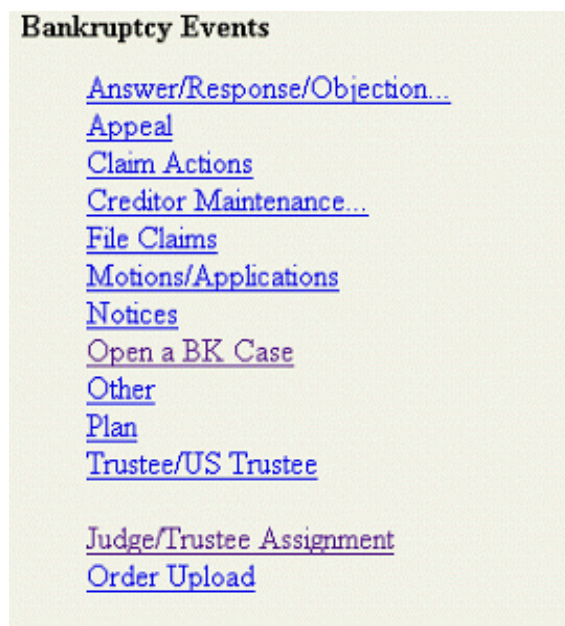
The following transaction was received from Test, Sue entered on 2/23/2004 at 11:37 AM AZ and filed on 2/23/2004

Case Name: MICHAEL R. JONES and NORAH S. JONES

Case Number: [2:04-bk-00151](#)

Document Number: [1](#)

14. The next step is to use the Creditor Maintenance option under the Bankruptcy Events Menu to upload the creditors as this was not done as part of the filing of the case. The one button filing features of Best Case and Bankruptcy 2004 will upload the creditors as part of the bankruptcy filing, saving you this step.



15. If you are filing more than one case, you will want to file all your cases and upload the mailing lists before going to the Judge/Trustee Assignment option on the above menu. While you may run the Judge/Trustee Assignment feature after filing each case, any batch filing permitted by the US Trustee will not then be obtained. After the Judge/Trustee Assignment option runs, you will receive the following screen which will display the judge(s) and trustee(s) assigned to the case(s) you filed.

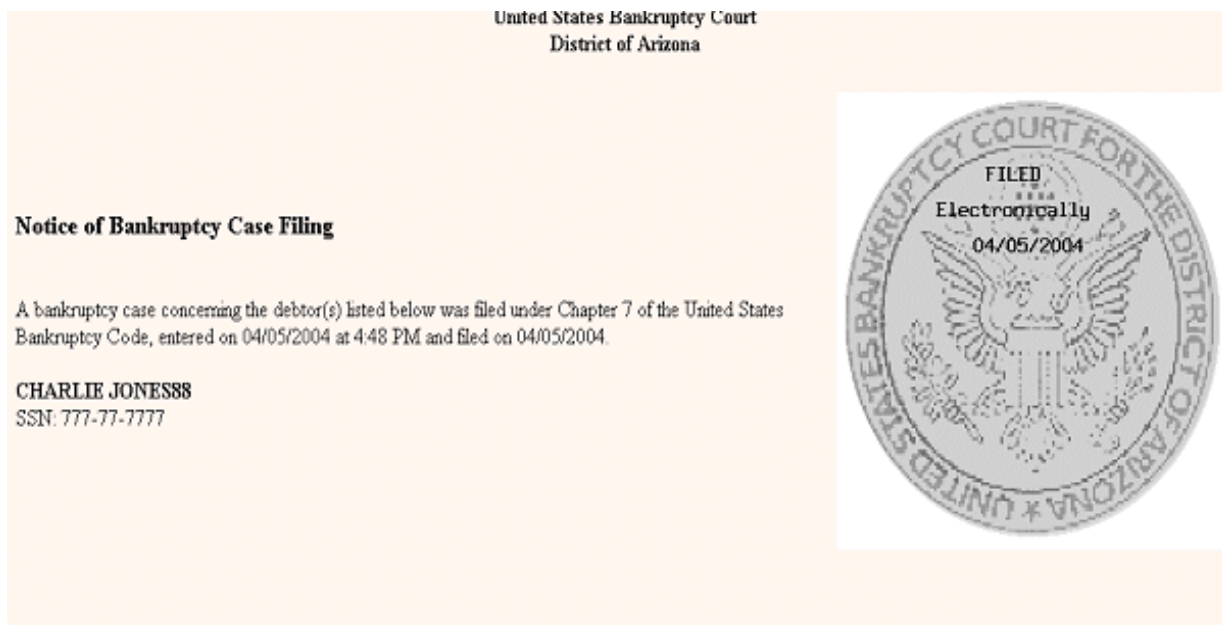
341 Judge And Trustee					
Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
4-151	MICHAEL R. JONES and NORAH S. JONES	7	First Meeting of Creditors scheduled for 04/05/2004 at 09:00 AM at U.S. Trustee Meeting Room, 2929 N. Central Ave., Suite 820, Phoenix, AZ (341-PHX). Objections for Discharge due by 06/04/2004. (Test, Sue)	Nielsen, George B.	MANN, DIANEM.

16. If you have filed a Chapter 13 case and the plan is ready to file, the plan will be filed as a separate entry, using the Plan option from the Bankruptcy Events Menu.
17. If you need proof of the filing to provide a creditor, you can obtain a Notice of

Bankruptcy Case Filing. Run a Query using the case number assigned and click on Notice of Bankruptcy Case Filing.



You will then receive the following Notice with the court seal that contains the filing information and can be sent to the creditor as proof of the bankruptcy filing.



## ATTORNEY FILING FEE INSTALLMENT INSTRUCTIONS

(1/1/2005)

1. Pursuant to Federal Rule of Bankruptcy Procedure 1006, an individual (not a corporation, partnership, limited liability company, trust or other artificial entity) may pay the filing fee in installments provided the debtor has neither paid any money or transferred any property to an attorney for services in connection with the case. If you are filing a petition for an individual or joint debtors who have not paid you a fee and are going to file an application to pay the filing fee in installments, you may file the petition and open the case without having to pay the full filing fee.
2. Please also be advised that General Order No. 91, a debtor who is filing a petition without paying the full filing fee is required to pay an initial installment of \$50.00 at the time the petition is filed. The debtor may then apply to pay the balance of the filing fee in installments.
3. To open a case and file a petition without paying the full filing fee, when the statistical screen is displayed, change the Fee status from the paid default to installment.

<b>Type of debtor</b> <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Clearing Bank <input type="checkbox"/> Railroad <input type="checkbox"/> Stockbroker <input type="checkbox"/> Commodity Broker <input type="checkbox"/> Other	
<b>Fee status</b> <input type="text" value="Installment"/>	<b>Asset notice</b> <input type="text" value="No"/>
<b>Nature of debt</b> <input type="text" value="consumer"/>	<b>Estimated number of creditors</b> <input type="text" value="50-99"/>
<b>Voluntary</b> <input type="text" value="voluntary"/>	<b>Estimated assets</b> <input type="text" value="\$100,001-\$500,000"/>
<b>Origin</b> <input type="text" value="Zero"/>	<b>Estimated debts</b> <input type="text" value="\$100,001-\$500,000"/>
<b>Date split/transfer</b> <input type="text"/>	
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

4. You will then be able to change the amount of the fee to the amount that you will be paying when filing the petition (50.00 minimum or more).

<b>Open New Bankruptcy Case</b>	
Electronic Filing Declaration due date 01/10/2005	
<b>Fee: \$</b>	<input type="text" value="50"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	



5. At the conclusion of the filing, you will be prompted to pay this amount online using your credit card.

Summary of current charges:		
Date Incurred	Description	Amount
2004-12-21 09:09:22	Voluntary Petition (Chapter 7)(2.04-bk-00419) [other,volp7] ( 50.00)	\$ 50.00
		<b>Total: \$ 50.00</b>
<div><div>Pay Now</div><div>Continue Filing</div></div>		

6. After filing the petition (and any schedules and statements) and opening the case, you need to file the debtor's application to pay the filing fee in installments. An order will then be entered providing for the dates and amounts the installments are to be paid. Those installment payments, if made by the attorney must be by check and if made directly by the debtor must either be by cash in person or by money order or cashier's check if made by mail.